

**Job Announcement
Executive Director
Umatilla Basin Watershed Council**

Location: Pendleton, Oregon

Close date: Open until filled, first review of applications June 17, 2024

General

The Umatilla Basin Watershed Council (UBWC) is a 501(c)(3) non-profit organization based in Pendleton, Oregon. Collaborating with partner organizations since 1997, our mission statement is:

- to educate, foster cooperation, and provide an opportunity for comment for people interested in watershed health,
- to facilitate and coordinate the development and implementation of activities that will maintain, restore, and enhance the watershed health of the Umatilla Basin.

The Executive Director is a full-time, on-site position. The director is supervised by the Umatilla Basin Watershed Council Board of Directors and employed by the Umatilla Basin Watershed Foundation. The director will be involved in policy and planning for providing solutions for solving problems in watershed issues within the Umatilla Basin.

Duties include but are not limited to:

- a) Organizational planning and strategy
 - a. Develop a two-year work plan and longer-term strategic plan
 - b. Refine watershed policies developed by the Council
- b) Program development, growth, funding, and implementation
 - a. Develop funding sources (grant/proposal writing) for UBWC activities and expenses
- c) Fiscal management, controls, and operations
 - a. Supervise contractors and employees of the UBWF to accomplish specific projects in the Basin.
 - b. Administer and account for all fiscal resources and administrative obligations of the Foundation.
- d) Partnerships and relationships
 - a. Develop and facilitate lines of communication between:
 - i. the UBWC and various stakeholders of the Umatilla Basin,
 - ii. public interest groups and governmental units inside and outside of the Umatilla Basin boundaries.
 - b. Facilitate the exchange of ideas between the various persons and entities involved in watershed issues in the Umatilla River Basin.
 - c. Represent the UBWC at functions.
 - d. Be the liaison between county government, UBWF, and the UBWC, including annual presentations to the county commissioners.

Evaluations will be conducted semi-annually by the Foundation, reflecting accomplishments related to Council expectations and job duties. Input from Stakeholders and the Council shall be considered, resulting in acknowledgment of strengths and recommendations for areas of improvement.

Compensation depends on experience and may range between \$40,000 and \$50,000 annually, plus health and retirement stipends. The position is dependent on continued funding. Primary funding is through Council Capacity grants from the Oregon Watershed Enhancement Board (OWEB) and other sources. The Director is responsible for developing and maintaining funding for their position.

Qualifications desired include but are not limited to:

- a) Bachelor's degree in fields relating to natural resource management and/or business administration.
- b) Experience with watershed and/or non-profit management, natural resource planning.
- c) Additional desired qualifications include specialization in one of the following areas: spatial analysis and mapping, watershed research and monitoring, grant and project management, collaborative facilitation, or another relevant specialization.
- d) Experience with word processing and mapping software.
- e) Valid Oregon driver's license, and reliable personal transportation (mileage reimbursement, depending on continued funding).
- f) Ability to work outdoors in various weather conditions and hike on uneven terrain.
- g) Skills and knowledge relating to:
 - a. Communication and cooperation with diverse groups to develop partnerships, implement and fund watershed projects.
 - b. Comprehensive knowledge of rural community dynamics and public involvement approaches to gather information, concerns from landowners, special interest groups, resource users.
 - c. Work planning and organization techniques to balance multiple projects with time and cost constraints.
 - d. Experience writing successful grant proposals and managing grant-funding projects.
 - e. Working understanding of natural resource principles and techniques related to watershed issues, roles of various government agencies and programs.

To Apply

Send a resume, cover letter, and contact information for three professional references to staff@ubwc.org. Please use PDF format for attachments.

Anticipated start work date: Position may start as soon as possible, as agreed by applicant and the UBWF.

Equal Employment Opportunity Statement: The Umatilla Basin Watershed Council is an equal opportunity employer, providing services to the public without regard to race, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.